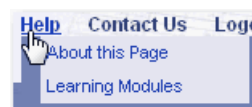


How To: Updating EVAAS Accounts – A Brief Guide for EVAAS Admins

The end of the regular school year is the time most changes in personnel assignment occur, so it's a great time for EVAAS Admins at all levels to review their User and/or Admin lists to ensure that they're up-to-date. New hires will need accounts; accounts need to be updated for Users and Admins who have transferred or changed roles; and accounts must be deactivated for those who have left so that they can no longer access the sensitive data available through EVAAS reporting. The EVAAS Admin functions are designed to make all of these tasks quick and easy.

Note: This is meant to be a handy and brief guide to account maintenance for State, District, and School EVAAS Admins. Help files and learning modules that explain these functions in depth can be accessed by clicking the Help button at the top of your screen.



To Update Your Accounts:

Click the Admin button at the top of your screen.



Depending upon your level, you will see a list of Admins or a list of Users:

State Admins see...	District Admins see...	School Admins see...
District Admins	School Admins	School Users

If you are a State or District Admin, you can see the list of State or District Users by clicking that option in the top row of buttons.

To modify or deactivate any account, click on the row that contains the account in question.

Recommendation: Review and update your existing accounts **BEFORE** creating new accounts.

1. **To deactivate an account**, simply click the account and choose *Deactivate Account* from the Maintenance Options box. Confirm the deactivation to complete the action.
2. **To transfer an Admin** to another district or school **or to change an Admin to a State or District User**, choose *Move Admin* from the Maintenance Options box and select the new assignment and access levels from the following screens.

3. **To convert a State or District User to a District or School Admin**, select *Convert to [District/School] Admin* from the Maintenance Options box. Select the new assignment and access levels from the subsequent screens.

Now that all existing Users and Admins are correctly assigned and accounts have been deactivated for those who have left, it's easy to see which school/district Admin accounts need to be created. You can also review your current personnel directory to determine what new User accounts should be made.

Creating Admin Accounts (only available to State and District Admins)

Look at your list of Admins. Assuming you've transferred all existing admins to their new positions, a new account should be created for any district or school that shows a blank in the column titled *Admin Name*. Click on the row of the district or school for which you are creating the account. Available options:

State Admin creating District Admin Account	District Admin creating School Admin Account
Add an Admin	Modify Access; Add an Admin

1. **Add an Admin:** Enter the name and email address of the new Admin. Review your entries and complete the action. You can create only one active Admin account for any district or school.
2. **Modify Access:** Select the school(s) to which the Admin will have access. Select whether the Admin will have access to the student reports for the schools to which access is granted. Select whether the Admin will have access to District Reports. Review your entries and complete the action. *Note: District and School Admins have access to ALL reporting for their own district or school.*

Creating New User Accounts

Whether you are a State, District, or School Admin, you can make as many User accounts as you want.

1. To create a new User, go to the list of current Users by clicking on the second button in the top row on the Admin page.
2. The first option in the row of links just above the list is *Create a New [State/District/School] User*. Click that.
3. Enter the name and email address for the new User and go to the next page to select the reports to which he or she will have access. You can change the access for the account at any time by clicking on the account and choosing *Modify Access* from the Maintenance Options box.
4. Review and confirm your selections. An email will be sent to the new user with all the information needed to access the account.

We at EVAAS hope you find this guide useful. Thank you to all our Admins for all you do for your schools. Contact us at EVAAS_Support@SAS.com if you have questions.